

VII Online File Inquiry

CALSTARS provides for online reporting and account balances through "online file inquiry", formerly referred to as "shadow file inquiry". Online files (referred to as "shadow files" in this chapter) are condensed copies of the CALSTARS master files that are made available for access and "trial" posting throughout the day.

The use of shadow files allows agencies to use CALSTARS as if they were in an shadow interactive mode. Account balances and related information may be accessed online, transactions edited against the tables and files, and valid transactions trial posted to the shadow files so their effect may be determined before posting them to the master files during the batch update cycle.

For a transaction to trial post and appear in the shadow files during the day, it must meet all of the following criteria:

- ✧ Must use batch Edit Indicator **2**;
- ✧ Must be a transaction code that posts to the specified shadow file(s); and
- ✧ Must post using the **Enter** key (not "forced" using the **F10** key).

USES FOR SHADOW FILES

Several important system capabilities are provided through table validation and shadow files, including:

- ✧ Online editing during data entry - By specifying the appropriate batch Edit Indicator on the Batch Header Screen, agencies may choose one of three levels of online edit (code **0**, **1** or **2** described below in the *Shadow File Editing and Posting* section) to be performed during data entry.
- ✧ Online updating of shadow files - If desired, certain shadow files may be updated online (code **2**) to reflect the transactions entered during the day. These transactions must also satisfy all of the table and fund control edits. Shadow file posting allows agencies to see the effect of transactions on the files before they are actually processed through the nightly input, edit and update cycle, and provides up-to-the-minute information about the status of the agency's account balances.
- ✧ Inquiry of shadow files - the data contained in the shadow files may be viewed for quick reference to account balances, and document and vendor payment information.

HOW SHADOW FILES ARE CREATED

Shadow files are summarized versions of the master files. The shadow files are summarized because not all of the data fields are required for online inquiry or updating. The shadow files are listed below:

- Allotment ^{1/}
- Appropriation ^{1/}
- Cash Control ^{1/}
- Document
- Grant Project ^{1/}
- History
- Vendor Payment

^{1/} Shadow files that allow trial posting of online edited transactions.

The Allotment, Appropriation, Cash Control and Grant Project Shadow files all provide important fund status information that may be accessed online throughout the day. These files may also be used in the online editing process of input transactions, which will be described later in this chapter.

The Document, History and Vendor Payment Shadow files provide additional information on the status of individual documents and vendor payments. They are available for online inquiry throughout the day, as are the other four shadow files.

As described in the next section, the shadow files may be updated with accounting transactions that are entered throughout the day. However, any transaction that posts to the shadow files during the day and later fails a nightly system update process edit, does not post to the master files. The erroneous transaction is erased from the shadow files by the nightly system update process. This process replaces all shadow file data with refreshed master file data.

SHADOW FILE EDITING AND POSTING

One major function of the shadow files is to provide agencies the option of editing accounting transactions during online entry. Since it may not be desirable to fully edit all transactions online, three editing options are available. These online batch editing options are:

- 0** - No edits except for data integrity;
- 1** - Data integrity, table edits; document file match edits and
- 2** - Data integrity, table edits, document file match edits, fund control edits and shadow file posting.

contains the specified fields. However, entering only Section and Fund, will not display the desired record since the data are not consecutive from left to right. If such non-connective fields are entered, the system will retrieve the first appropriation symbol within the Section specified, regardless of the fund entered.

Fiscal Period

Every shadow file displays three columns of financial data relating to a specific fiscal period, as follows:

- ✧ Current Month - the cumulative-to-date balances in each account;
- ✧ Prior Month - the cumulative balances from the beginning of the year through the end of the prior fiscal month; and
- ✧ Prior Year - the ending account balances as of the end of the prior fiscal year.

The amounts displayed in the three columns correspond to the amounts that would be displayed on CALSTARS standard financial reports using the Current Month (CM), Prior Month (PM), and Prior Year (PY) fiscal period options. A detailed description of the CALSTARS standard financial reports is presented in Volume 6.

Signed Fields

The amount fields displayed on the shadow file inquiry screens are signed fields; i.e., a positive (+) or negative (-) sign appears to the right of each balance. These signs indicate the way the data is actually posted in the files. A positive sign represents a debit balance and a negative sign represents a credit balance. For example, since an appropriation is a credit balance account, it will normally appear with a minus (-) or credit sign next to it. Similarly, since expenditures is a debit balance account, it will normally appear with a plus (+) or debit sign next to it.

Allotment Shadow File

Allotment status information is provided through two Allotment Shadow File Inquiry screens, both of which are accessed by entering Command **H.1**. Posting levels for the data contained in the agency's Allotment Shadow File is determined by the Allotment Posting Indicator in the AS, IC, PCA and D23 Descriptor Tables, in combination. The two Allotment Shadow File Inquiry screens are:

- ✧ Allotment Detail Shadow File Inquiry screen; and
- ✧ Allotment Summary Shadow File Inquiry screen.

These screens are shown below.

9990 H.1: Allotment

11-22-2004 03:50 PM

ALLOTMENT DETAIL SHADOW FILE INQUIRY

ENTER FUNCTION: _ (S=START, T=SUMMARY)

ORG CODE: 9990 INDEX: 0210 PCA: 12345 FFY: 04 ENACTMENT YEAR: 04
 SECTION: 10 SUB SECTION: 00 UNIT: 00 SUB UNIT: 00 SUB SUB UNIT: 00
 PROGRAM: 10 ELEMENT: 10 COMPONENT: 001 TASK: 000
 CATEGORY: 0 OBJECT: 00 OBJ DETAIL: 000 AGENCY OBJ: 00
 FUND: 0000 FUND DETAIL: 00 FUND SOURCE: 0 METHOD: 0
 REFERENCE: 000 CHARACTER: 0
 LAST PROCESS DATE: 10/12/04

	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
NET ALLOTMENTS:	786,000.00-	786,000.00-	0.00+
EXPENDITURES:	123,000.00+	63,000.00+	0.00+
ENCUMB + OBLIG:	321,000.00+	220,000.00+	0.00+
UNEXP ALLOT BAL:	342,000.00-	503,000.00-	0.00-
ADVANCES:	0.00+	0.00+	0.00+

Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Retrn Quit Bkwrdr Frwrdr Main

9990 Allotment

11-22-2004 03:57 PM

ALLOTMENT SUMMARY SHADOW FILE INQUIRY

ENTER FUNCTION: _ (S=START, T=DETAIL)

ORG CODE: 9990 PCA: 12345 FFY: 04 ENACTMENT YR: 04
 PROGRAM: 10 ELEMENT: 10 COMPONENT: 001 TASK: 000
 CATEGORY: 0 OBJECT: 00 OBJECT DETAIL: 000 AGENCY OBJECT: 00
 FUND: 0000 FUND DETAIL: 00 FUND SOURCE: 0 METHOD: 0
 REFERENCE: 000 CHARACTER: 0

	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
NET ALLOTMENTS:	1,886,000.00-	1,886,000.00-	0.00+
EXPENDITURES:	333,000.00+	153,000.00+	0.00+
ENCUMB + OBLIG:	840,000.00+	321,000.00+	0.00+
UNEXP ALLOT BAL:	713,000.00-	1,412,000.00+	0.00+
ADVANCES:	0.00+	0.00+	0.00+

NUMBER OF RECORDS SUMMARIZED: 5

Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Retrn Quit Bkwrdr Frwrdr Main

The Allotment Detail Shadow File Inquiry screen displays detail records by Index, PCA, Enactment Year, Funding Fiscal Year and the other data elements in the Allotment Shadow File key as shown on the screen.

Key Function **T** in the Allotment Detail Shadow File Inquiry screen and press **Enter** to access the Allotment Summary Shadow File screen. (Return to the Allotment Detail Shadow File Inquiry screen by keying Function **T** and pressing the **Enter** key.) The Allotment Summary Shadow File Inquiry screen displays information in the Allotment Shadow File on a summary basis by PCA, Enactment Year and Funding Fiscal Year. There may be several summary records, if, for example, there are allotments to multiple object codes within the same PCA, Enactment Year and Funding Fiscal Year. This occurs because the information is summarized in accordance with all data elements in the control key except Index Code and the

look-up information. The number of summarized records is shown at the bottom of the screen. The key and sort order to the Allotment Shadow File is shown below.

Organization Code ^{1/}

Index Code ^{1/ 2/}

PCA ^{1/}

Funding Fiscal Year

Enactment Year ^{1/}

Category

Object

Object Detail

Agency Object

Fund

Fund Detail

Fund Source

Method

Reference

Character

^{1/} Allotment Shadow File Key

^{2/} Not included in the summary screen

Net Allotments - The sum of several financial fields that affect the allotment balance. The fields included in the **Net Allotment** field are:

NET ALLOTMENTS (-) =

1ST QUARTER ALLOTMENT (-)

2ND QUARTER ALLOTMENT (-)

3RD QUARTER ALLOTMENT (-)

4TH QUARTER ALLOTMENT (-)

REVERSIONS (+)

NOTE: Only available quarterly allotments (based on current fiscal month) are displayed, however, 1st through 4th quarter allotments may be entered in CALSTARS regardless of the current month.

Expenditures - The sum of Accrued Expenditures and Cash Expenditures charged to the allotment.

Encumbrances and Obligations - The total amount of encumbrances and obligations charged to the allotment.

Unexpended Allotment Balance - The computed sum of the Net Allotments (-), Expenditures (+), and Encumbrances and Obligations (+) fields. This balance is the same as the Available Balance that appears on the CALSTARS standard reports of allotment status.

Advances (+,-) - The net amount of advances made to or from the account.

Appropriation Shadow File

The Appropriation Shadow File inquiry screen may be accessed by entering **H.2** on any "Command" line. Posting levels for the data shown on this screen are determined by the D23 Fund Detail Descriptor Table. An example of this screen is illustrated below. The screen displays the various control key data that specifically identify an appropriation, as well as some related information such as Start, End, Overexpend, and Last Process (Date). At the bottom of the screen are twelve lines of financial data that provide summary information about the financial data posted for the appropriation.

APPROPRIATION SHADOW FILE INQUIRY			
ENTER FUNCTION: _ (S=START)			
ORG: 9990	SECTION: 00	AP SYMBOL: 108	ENACTMENT YR: 04
FFY: 04	ACCOUNT TYPE: 00		
FUND: 0001	FUND DETAIL: 00	PROGRAM: 10	ELEMENT: 00
COMPONENT: 000	TASK: 000		
CATEGORY: 0	OBJECT: 00	OBJ DET: 000	SOURCE: 000000
REFERENCE: 001	CHARACTER: 1		
START: 07/01/04	REVER: 06/30/07	OVER EXPEND:	LAST PROCESS: 08/28/04
BUDGET EXPEND BALANCE:	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
NET APPROPRIATION:	113,750.00-	113,750.00-	113,750.00-
EXPENDITURES:	0.00+	0.00+	0.00+
ENCUMB + OBLIG:	950.00+	950.00+	950.00+
UNEXPEND APPN BAL:	112,800.00-	112,800.00-	112,800.00-
ADVANCES:	0.00+	0.00+	0.00+
REVENUE/REIMBURSEMENT RECEIPT BALANCE:			
ESTIMATED:	0.00+	0.00+	0.00+
EARNED:	0.00+	0.00+	0.00+
COLLECTED:	0.00+	0.00+	0.00+
CASH BALANCE:			
UNREMITTED:	0.00+	0.00+	0.00+
IN-TRANSIT:	0.00+	0.00+	0.00+
DETAIL ACCT BAL:	112,800.00	112,800.00	112,800.00

^{1/} This line will be "DETAIL ACCT BAL" if the Account Type is not CC. When the Account Type is CC, this line will be "CONTROL ACCT BAL."

Net Appropriation, Detail Account and Control Account - The sum of all the fields that effect the appropriation balance. The financial fields included in these amounts are listed below.

NET APPROPRIATION (-) =
 APPROPRIATION BUDGET (-)
 REVISIONS (-)
 NET TRANSFERS (- or +)
 REVERSIONS (+)
 APPROPRIATION ADVANCE (+)
 APPROPRIATION ALLOCATED TO UNITS (+)
 APPROPRIATION ALLOCATED FROM HQ (-)

Cash Control Shadow File Inquiry screen

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9990 H.3: Cash Control                                     11-22-2004 04:40 PM

                                CASH CONTROL SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=SCREEN 2)
ORG CODE: 9990 SECTION: 00 FUND: 0001 FUND DETAIL: 00 FED CAT NO: 00000000
CREATE DATE: 07/01/04 LAST PROCESS DATE: 08/01/04 OVEREXPEND DATE:

                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
CASH:
BEGINNING BALANCE:                0.00+                0.00+                0.00+
INCREASES:                        360,000.00+          360,000.00+          300,000.00+
DECREASES:                        220,000.00-          160,000.00-          340,000.00-
ENDING BALANCE:                   140,000.00+          200,000.00+          40,000.00-

OTHER LIQUID ASSETS:
BEGINNING BALANCE:                0.00+                0.00+                0.00+
INCREASES:                        0.00+                0.00+                0.00+
DECREASES:                        0.00+                0.00+                0.00+
ENDING BALANCE:                   0.00+                0.00+                0.00+
SUMMARY BALANCE:                  140,000.00+          200,000.00+          40,000.00-

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                               Bkwrd Frwrd                               Main

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The Cash Control Shadow File Inquiry screen is split horizontally into "Cash" and "Other Liquid Assets" (used for recording investments in the State Money Investment Fund-SMIF). This screen allows inquiry into detail records in the Cash Control File by combinations of Section, Fund, Fund Detail and Federal Catalog/SCO Project Number which comprise the record key. **Section** is included in the key if it is specified in the Organization Level Indicator in the Appropriation Symbol Table. **Fund** is always in the key to a Cash Control File record, and for specific funds, Federal Catalog/SCO Project Number is included in the key. **Fund Detail** is included in the key if it is specified as a level of control in the Cash Control Fund Level Indicator in the D23 Descriptor Table. Therefore, the actual key used for displaying a Cash Control File record on the Cash Control Shadow File Inquiry screen depends upon the levels of control established by the agency and the type of fund.

Cash or Other Liquid Assets:

Beginning Balance - The cash balance for the fund at the start of the fiscal reporting period.

Increases - Includes all transactions which post a debit to General Ledger Accounts 1140, 1150, 3020 and 3021.

Decreases - Includes all credit transactions against General Ledger Accounts 1140, 1150, 3020 and 3021.

Ending Balance - Determined by summarizing the Beginning Balance (+,-), Increases (+) and Decreases (-) fields.

Summary Cash Balance - Sum of the Cash and Other Liquid Assets Ending Balances.

Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen

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9990 Cash Control                                     11-22-2004 04:49 PM

                                CASH CONTROL SHADOW FILE INQUIRY FOR
                                FED AUTHORIZATION AND CASH TRACKING - 44 ACCOUNT

ORG CODE: 9990    SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO:45556622
CREATE DATE: 07/01/04  LAST PROCESS DATE: 08/01/04  OVEREXPEND DATE:

                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
AUTHORIZATION BALANCE:
BEG AUTHORIZATION:
RECEIPTS:          100,000.00-      50,000.00-      190,000.00-
NET AUTHORIZATION:  100,000.00-      50,000.00-      190,000.00-

CASH (SCO 44 LEVEL):
BEGINNING BALANCE:  10,000.00+      10,000.00+       5,000.00+
RECEIPTS:          100,000.00+      50,000.00+      190,000.00+
TRANSFERS OUT:      60,000.00-      60,000.00-      185,000.00-
ENDING BALANCE:     50,000.00+       0.00+          10,000.00+

                                PRESS F2 KEY TO REDISPLAY FIRST SCREEN

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                                Help  Retrn Quit                                Main

```

After finding the desired record on the Cash Control Shadow File Inquiry screen, inquiry may be made into the Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen by entering Function **T** and pressing the **Enter** key. The key to this screen includes Fund **0890** and the Federal Catalog/SCO Project Number. If a Fund other than 0890 is keyed with Function **T**, the error message '094-Data For Fund 0890 Must be Viewed Before 2nd Screen Display' will appear. Optionally, **Section** may be in the key if control by Section is established in the Appropriation Symbol Table. The shadow file cannot be searched or scrolled from this screen. Press the **F2** key to return to the first screen.

Authorization Balance:

Beginning Authorization - Reflects the prior year ending balance of Federal Authorization plus any additional authorizations approved during the current fiscal year.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLAs 1140 and 1150. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Net Authorization - Beginning Authorization less Receipts.

Cash (SCO 44 Level)

Beginning Balance - The prior year ending cash balance for the SCO 44 Account at the start of the fiscal reporting period.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLAs 1140 and 1150. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Transfers Out - This field reflects all transfers (shown as a negative amount) from the SCO 44 Account to appropriations. Transfers from appropriations back to the SCO 44 Account are added to this field as positive amounts.

Ending Balance - This shows the balance of cash in the SCO 44 Account. Determined by summarizing the Beginning Balance (+,-), Receipts (+) And Transfers-Out (-) fields.

Document Shadow File

The Document File Shadow File inquiry screen, illustrated below, may be accessed by entering **H.4** on any "Command" line. The Document Shadow File is one of the two shadow files that is available for online inquiry but no trial posting occurs during the day. It provides detailed data about each document maintained in the agency's Document file. In addition, the Document File may be accessed during financial transaction entry to retrieve the data and populate the transaction.

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9990 H.4: Document                                     11-23-2004 07:25 AM

                                DOCUMENT SHADOW FILE INQUIRY
                                ENTER FUNCTION: _ (S=START)
ORG CODE: 9990 DOCUMENT NO: BDD00022 01 FFY: 04 GL ACCT: 6150 SECTION: 00
APPN SYMBOL: 900 PROGRAM: 00 ELEMENT: 00 COMPONENT: 000 TASK: 000
FUND: 0001 FUND DETAIL: 00 FUND SOURCE: D METHOD: 1 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 001 CHARACTER: 1 ENACT YR: 04
INDEX: 0800 PCA NO: 80800 PCA ACTIVITY: PROJECT: WORK PHASE:
CATEGORY: 3 OBJECT: 11 OBJECT DETAIL: 223 AGENCY OBJECT: FUND DETAIL:
SOURCE: AGENCY SOURCE: SUBSIDIARY ACCOUNT:
DOC DATE: 09/17/04 DUE DATE: LAST PROCESS DATE: 09/24/04
VENDOR NO: 0000000186 00 VENDOR NAME: CITY OF CALSTARS

                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
DOCUMENT AMOUNT:                23,164.69+        23,164.69+        0.00+
ADJUSTMENT AMOUNT:                0.00+           0.00+           0.00+
LIQUIDATION AMOUNT:                0.00+           0.00+           0.00+
COLLECTION/PMT AMT:                0.00+           0.00+           0.00+
BALANCE:                        23,164.69+        23,164.69+        0.00+
RETENTION AMOUNT:                0.00+           0.00+           0.00+
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Bkwrld Frwrld                                Main

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Document Amount - The original established document amount.

Adjustment Amount - The net of any increases or decreases made to the original document amount due to Purchase Estimate or contract changes, etc.

Liquidation Amount - The net reductions made to the document amount due to payments or collections.

Collection/Payment Amount - The total disbursement or receipt amount.

Retention Amount - The optional data that may be recorded to provide additional memo information about the agency's outstanding documents, i.e., contracts.

Grant Project Shadow File

Grant project status information is provided through two Grant Project Shadow File Inquiry screens which are accessed by entering **H.5** on any "Command" line. Posting levels for the data displayed on these screens is determined by the Object and Revenue Posting Indicators on the Project Control Table and the D23 Descriptor Table Grant/Project Control Indicator, in combination. These screens are the:

- ✧ Grant Project Detail Shadow File Inquiry screen; and
- ✧ Grant Project Summary Shadow File Inquiry screen.

Grant Project Detail Shadow File Inquiry screen

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9990 H.5: Grant Project                                     11-23-2004 07:33 AM

GRANT PROJECT DETAIL SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=SUMMARY)
ORG CODE: 9990 PROJECT NO: 829000 WORK PHASE: 01 PCA NO: 00000 FUND: 0890
FUND DETAIL: 00 FUND SOURCE: F CATEGORY: 3 OBJECT: 25 OBJECT DETAIL: 382
AGENCY OBJECT: 01 SOURCE: 000000 AGENCY SOURCE: 00 VENDOR ID: 0000000000 00
PROJECT START DATE: 08/15/04 PROJECT END DATE: 08/31/06 DT FUND LEVEL IND:
LAST PROCESS DATE: 09/18/04

CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
BUDGET ALLOW COSTS: 74,584.53+      74,584.53+      74,584.53+
BUDGET OTHER COSTS: 0.00+           0.00+           0.00+
EXPENDITURES:       0.00+           0.00+           0.00+
ENCUMBRANCES:       0.00+           0.00+           0.00+
AVAILABLE BUDGET:   74,584.53+      74,584.53+      74,584.53+

ESTIMATED RECEIPTS: 0.00+           0.00+           0.00+
ACTUAL RECEIPTS:    0.00+           0.00+           0.00+
ADVANCES:           0.00+           0.00+           0.00+

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrd Frwrd                      Main

```

The Grant Project Detail Shadow File Inquiry screen allows inquiry of detail records in the Grant Project Shadow File by Project, Work Phase, PCA and the other data elements in the key as shown on the screen.

Budget Allowable Costs - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

Budget Other Costs - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

Expenditures - The sum of cash expenditures and accrued expenditures charged.

Encumbrances - The total amount of encumbrances charged.

Available Budget - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), and Encumbrances (-).

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Advances - The net amount of Advances made to and received from entities.

Grant Project Summary Shadow File Inquiry screen

9990 Grant Project		11-23-2004 07:36 AM	
GRANT PROJECT SUMMARY SHADOW FILE INQUIRY			
ENTER FUNCTION: _ (S=START, T=DETAIL)			
ORG CODE: 9990	PROJECT NO: 829000	WORK PHASE: 01	FEDERAL CATALOG NO: 66463111
	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
BUDGET ALLOW COSTS:	0.00+	0.00+	0.00+
BUDGET OTHER COSTS:	0.00+	0.00+	0.00+
EXPENDITURES:	96,993.53+	96,993.53+	96,952.68+
ENCUMBRANCES:	0.00+	0.00+	0.00+
ADVANCES DISB:	0.00+	0.00+	0.00+
AVAILABLE BUDGET:	96,993.53+	96,993.53+	96,952.68+
ESTIMATED RECEIPTS:	0.00+	0.00+	0.00+
ACTUAL RECEIPTS:	96,952.68-	96,952.68-	45,322.98-
ADVANCES RECEIPTS:	0.00+	0.00+	0.00+
CASH BALANCE:	40.85+	40.85+	51,629.70+
AUTHORIZED AVAIL:	96,952.68-	96,952.68-	45,322.98-
NUMBER OF RECORDS SUMMARIZED: 33			
Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Retrn Quit		Bkwrdr Frwrdr	Main

From the Grant Project Detail Shadow File Inquiry screen, key Function **T** and press the **Enter** key to display the Grant Project Summary Shadow File Inquiry screen. The Grant Project Summary Shadow File Inquiry screen provides inquiry into a grant or project summary by Project, Work Phase and Federal Catalog Number, where applicable. Grant Project information shown on this screen is summarized for the Project and Work Phase entered without regard to other key information. Both the Summary and Detail screens may be scrolled using the **F7** and **F8** keys.

To return to the Grant Project Detail Shadow File Inquiry screen, key Function **T** on the Grant Project Summary Shadow File Inquiry Screen and press the **Enter** key.

Budget Allowable Costs - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

Budget Other Costs - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

Expenditures - Represents the sum of cash expenditures and accrued expenditures charged.

Encumbrances - The total amount of encumbrances charged.

Advances Disbursed - The amount of Advances made to other entities.

Available Budget - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), Encumbrances (-) and Advances Disbursed (-).

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Advances Receipts - The amount of Advances received from other entities.

Cash Balance - The sum of Expenditures (+), Actual Receipts (-), and Advances Receipts (-).

Authorized Available - The sum of the Budget Allowable Costs (-) and Budget Other Costs (-) minus the sum of Actual Receipts (-) and Advances Receipts (-).

Number of Records Summarized - The number of records summarized to create the summary record.

History Shadow File

The Online History File (Online HY) is a condensed version of the complete History File available through Command **G.2**-Request File Copy. The Online HY is available for inquiry using Command **H.6**-History Inquiry. This feature allows agencies to research transaction information by specifying search parameters that include batch and accounting transaction coding information. A list of the data fields contained in the Online HY is shown in Exhibit VII-1.

The ability to access, view and input search data, and print Online HY file information is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

General features of the Online HY include:

- ✧ Updated daily as part of the nightly system update process.
- ✧ Excludes Header Records but includes History File transactions with zero amounts.

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9990 H.6  History Inquiry - Selection
11-23-2004 11:28 AM

TRANSACTIONS:  AGENCY  ENTERED (Y/N)  Y          SYSTEM GENERATED (Y/N)  N
FISCAL PERIOD (FM,FY) FROM:   MM  YYYY   TO:   MM  YYYY
MAXIMUM TRANSACTIONS TO VIEW (Optional - cannot be more than 700):  700

Enter at least 1 additional selection field below and press PF4
FOR FASTER, LOWER-COST SEARCHES, INCLUDE 1 OR MORE HIGHLIGHTED FIELDS.

BATCH DATE FROM:  MM  DD  YYYY TO:  MM  DD  YYYY  TYPE:  __  NBR:  __  SEQ:  __
SCHEDULE :  _____

TC      :  __  FFY      :  __  REFDOC /S:  _____
VENDOR/S >  _____  CURDOC /S:  _____  INDEX >  _____
OBJDTL /AO>  __  __  PCA >  _____  AMOUNT :  _____
REVERSE :  -  PROJ/WP >  _____  LC DPOSIT:  _____
SOURCE/AS :  _____  CHECK :  _____  APPN SYM >  _____
FUND/DTL/S:  _____  BUD SEQ :  _____  INVOICE :  _____
SUBSIDRY :  _____  FED CAT :  _____  MULTIPUR :  _____
GLAN :  _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Retrn  Quit  Srch                      Clear                      Main

```

Cost Savings Guidelines

To avoid costly, time consuming searches, use the following guidelines when specifying search criteria on the History Inquiry – Selection Screen (Command **H.6**):

- ★ Do not include both Agency Entered and System Generated transactions in the same search.
- ★ Specify the shortest Fiscal Period (FM,FY) range possible for the particular search (i.e. smallest number of fiscal months and fiscal years to be searched).
- ★ Specify a Batch Date whenever possible or specify "From" and "To" Batch Dates when appropriate.
- ★ Use a Maximum Transactions To View value to limit the number of expected results (between 1 and 700 transactions).
- ★ Include at least one of the following file key fields in the search request: Check Number; Current Document Number; Reference Document Number; Claim Schedule Number; Vendor Number and Suffix; Project/Work Phase; PCA; Index; Object Detail, and/or Multipurpose Code.
- ★ Stop the search and reanalyze the search criteria if the History Inquiry Interrupt screen appears after searching 50,000 or more transactions and no transactions are found that meet the search criteria. Provide additional information or change the existing search criteria.

History Inquiry Selection Screen Features

The **F1**-Help key is available for fields that display a > after the field name. This feature functions the same on all screens where **F1**-help is available. Refer to Volume 1, Chapter IX, for a complete discussion of the **F1**-Help feature.

A wildcard feature is also available on the History Inquiry Selection screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in most fields, but are not allowed in the TC, Reverse, FFY, GLAN, and Amount fields.

Example: If the first number of an Index code begins with 1 and the remaining digits are unknown, **1***** may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

Entering Information on the History Inquiry Selection Screen

Specify Online HY Selection data fields using the following criteria:

- ☛ **Transactions** - Indicates if 'Agency Entered' (default - **Y**), 'System Generated' (default - **N**), or both types of transactions are to be selected. Select one or both types of transactions.

Y-Yes - Select these transactions, and

N-No - Do not select these transactions.

NOTE: For this selection, TC 360 and TC 361 (from the Warrant Write process), and TC 362 (from the automated CD102 process) are considered agency-entered transactions.

- ☛ **Fiscal Period** - The fiscal periods are defined by **MM** (Fiscal Month: **01** - **13**) and **YYYY** (Fiscal Year; e.g., **2002**).

From - Specify a single (FM) fiscal period by using only this field; e.g., use **01 2002** for all July transactions of fiscal year 2002/2003. If searching multiple fiscal months, specify the oldest (FM) fiscal period in this field.

To - Specify the ending (FM) fiscal period when searching multiple fiscal months; e.g. use **03 2002** to include all transactions up through FM period September of fiscal year 2002/2003.

There is no restriction on the number of fiscal months to be searched. However, specifying a broad search period (multiple months or years) may result in unmanageable results as well as higher agency costs. Records older than 2 fiscal years are no longer available after the YEO process. An error message is issued if the fiscal period entered is not available or the fiscal period field(s) is incomplete.

- ✧ **Maximum Transactions To View** (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

In addition to the criteria discussed above, at least one additional selection field must be populated before initiating a search. Some of the available selection fields are described below.

- ✧ **Batch Date** – The Batch Date may be entered in the 'BATCH DATE FROM' field to search history records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.
- ✧ **Batch Type** - The Batch Type must agree with the File selected; i.e., Agency Entered batches must be numeric (**00-99**), **WA** or **WW**. System Generated batches must be alphabetic (**AA - ZZ**, excluding **WA** and **WW**).
- ✧ **Sequence** – If fewer than 5 characters (digits and wildcards) are keyed, the coding will be right justified and left zero filled.
- ✧ **TC** - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the Transaction Code Table. If a specified field is NOT ALLOWED per the TC or the TC entered is not in the statewide Transaction Code Decision Table, an error message is displayed.
- ✧ **GLAN** – A specific GLAN may be specified. The GLAN and TC fields may be used concurrently if the GLAN is a "Required" field in the TC Illustration (Volume V).

Blanks are allowed on some fields and are considered valid search values. For example, **1234 AB** may be keyed in the invoice field.

After keying the selection criteria, press **F4-Srch** to initiate a search. If no transactions are found, the message '307-NO TRANSACTIONS WERE SELECTED. PRESS F2 TO RETURN TO THE SELECTION SCREEN' is issued.

The Selection screen retains the original selection values entered when returning from the History Inquiry Transaction Listing or History Detail screens (press **F2**). However, if the **F12**-Main Menu key is pressed before re-entering the Selection Screen, the prior selection criteria are erased.

History Inquiry Transaction Listing Screen

This screen (shown below) is displayed when multiple transactions meet the selection criteria. If no transactions are found that meet the selection criteria, the '307' message is issued. If only one transaction is found, the History Detail screen is displayed. Each line on the History Inquiry Transaction Listing screen represents one transaction.

Transaction information is displayed on three sub-screens. Scroll right and left (from sub-screens 1 to 2 to 3 and back) to view various fields using the **F11** and **F10** keys. The Batch ID remains on each sub-screen as a reference point when using right/left scrolling. Up and down scrolling within each of the 3 sub-screens is also available using the **F7** and **F8** keys. A standard 'beginning/end of data' message is issued if an up/down scroll is attempted, but there are no more records to view. A sample of the three sub-screens is shown below.

History Inquiry Transaction Listing – Screen 1

```
9990 History Inquiry Transaction Listing: Scrn 1                                11-23-2004 07:57 A
MORE==>

Enter a 'P' in the F column to mark a transaction for print

   FISCL <===== BATCH ID =====>
F MO YR    DATE    TP NBR      SEQ D TC R FFY              AMOUNT INDX DET AO PCA
- - - - -
_ 05 04 11-22-04 04 835        3 232 02             410.00 0250 382 01 25401
_ 05 04 11-22-04 04 835        5 232 02             506.54 0250 382 01 15625
_ 05 04 11-22-04 04 836        3 232 03            19,142.20 0250 382 01 43001
_ 05 04 11-22-04 04 836        4 232 03            29,402.60 0250 382 01 43001
_ 05 04 11-22-04 04 836        5 232 03            15,481.00 0250 382 01 43001
_ 05 04 11-22-04 04 836        6 232 03             2,337.99 0250 382 01 25401
_ 05 04 11-22-04 04 836        7 232 03            15,094.07 0250 382 01 25401
_ 05 04 11-22-04 04 836       10 232 03             8,184.12 0250 382 01 25401
_ 05 04 11-22-04 04 837        1 232 04             4,297.16 0250 382 01 13179
_ 05 04 11-22-04 04 837        2 232 04              54.00 0230 382 01 91101

Total records meeting selection criteria: 12

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrd Clear Left Right Main
```

History Inquiry Transaction Listing – Screen 2

```

9990 History Inquiry Transaction Listing: Scrn 2                                11-23-2004 08:00 A
                                                                                   <=MORE=>

Enter a 'P' in the F column to mark a transaction for print

<===== BATCH ID =====>
F   DATE      TP  NBR      SEQ D REF DOC  S   CURR DOC  S   VENDOR  S   BUD SCHEDULE /
-   - - - - -  -  - - -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
-   11-22-04  04  835      3   C0002192 00 21922560 00 00000000395 00 4000570
-   11-22-04  04  835      5   C0001144 01 11442550 00 0000000023 05 4000570
-   11-22-04  04  836      3   C0009126 00 91262500 00 0000000160 01 4000571
-   11-22-04  04  836      4   C0009126 00 91262500 00 0000000160 01 4000571
-   11-22-04  04  836      5   C0009126 00 91262500 00 0000000160 01 4000571
-   11-22-04  04  836      6   C0003261 00 32612580 00 0000000161 00 4000571
-   11-22-04  04  836      7   C0003261 00 32612580 00 0000000161 00 4000571
-   11-22-04  04  836     10   C0000229 00 02291200 00 0000000036 00 4000571
-   11-22-04  04  837      1   C0004072 00 40722500 00 0000000013 03 4000572
-   11-22-04  04  837      2   C0002034 00 20342300 00 0000000368 00 4000572

Total records meeting selection criteria: 12

Command: : _____
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit      Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```


History Inquiry Transaction Listing – Screen 3

```

9990 History Inquiry Transaction Listing: Scrn 3                                11-23-2004 08:10 A
                                     <==MORE
Enter a 'P' in the F column to mark a transaction for print

<===== BATCH ID =====>
F   DATE      TP NBR    SEQ D   CHECK   PROJ   WP SOURCE AS SUBSIDRY  APPN  SYM  FUND  FD
-   - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -
-   11-22-04  04 835     3           012340  95                900 0001
-   11-22-04  04 835     5                900 0001
-   11-22-04  04 836     3                900 0001
-   11-22-04  04 836     4                900 0001
-   11-22-04  04 836     5                900 0001
-   11-22-04  04 836     6                900 0001
-   11-22-04  04 836     7                900 0001
-   11-22-04  04 836    10                900 0001
-   11-22-04  04 837     1                900 0439
-   11-22-04  04 837     2                900 0439

Total records meeting selection criteria: 12

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Select Quit              Dtail Print Bkwrд Frwrд Clear Left  Right Main

```

Specific features of the Transaction Listing screen include:

- ❖ Selected records are sorted by Fiscal Period. Within Fiscal Period, the sort order is dependent on coding specified in the Batch ID, Schedule, Ref Doc, Curr Doc, and Proj/ WP fields of the Selection screen. As a result, history records are not always displayed in Batch ID (date) order.
- ❖ If both Agency Entered and System Generated transactions are selected for the same batch date, system generated transactions appear first.
- ❖ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the message appears '306-YOU HAVE REACHED THE MAXIMUM OF 700 TRANSACTIONS IN YOUR SELECTION'. To view the selected records, use the **F7** and **F8** keys to scroll backward and forward. A standard '314-END OF DATA' message appears when the last record is displayed on the screen.
- ❖ If the Duplicate Record indicator is **0** (zero), it is not displayed. Values greater than zero appear in the "D" column on the Batch ID section of the screen.
- ❖ A table pop-up feature is available to browse valid codes for the Index Code, PCA, Vendor Edit, Appropriation Symbol, and Project/Work Phase fields. The pop-up feature displays the table listing with titles. When the cursor is not on one of the specific fields with a pop-up feature, pressing **F1** displays the Help feature, which provides general information about the Transaction Listing screen.

- ✧ Key a **P** in the "F" (Function) column to select specific transactions for printing. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8**, **F10**, **F11** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9** key is pressed, all **Ps** shown on the screen are erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, all **Ps** (and all Selection criteria) are erased.

- ✧ Press the **F6**-Print key to select one of the following print options:

- Transactions previously marked **P** in the "F" column only, or
- All transactions that meet the selection criteria regardless of whether records have been marked with a **P**.

Either print option will generate a report at the agency's printer and/or a report file that can be downloaded to an agency's PC. When the print job is submitted, an asterisk (*) appears in the "F" column to indicate that the transactions were spooled to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.

- ✧ Pressing the **F9**-Clear key clears any **P** values or asterisks in the "F" column of the Transaction Listing screen that is displayed at the time the key is pressed; **P** values or asterisks in the "F" column of previous or subsequent Transaction Listing screens are not cleared.
- ✧ To view a transaction in greater detail, place the cursor anywhere on the transaction (or in the Function field of the desired transaction) and press **F5**-Dtail to go to the History Detail screen. The History Detail screen is discussed below.
- ✧ Press the **F2**-Select key to return to the Selection screen. The Selection screen retains the original selection values. These values may then be modified to perform another search.

History Detail Screen

This screen (shown below) is displayed if only one transaction meets the selection criteria specified or if the **F5** key is pressed when the cursor is on a transaction line in the Transaction Listing screen. The screen displays all Online HY file data for the transaction.

```

9990 History Detail                                     11-23-2004 08:23 AM

Function:  _  enter P to mark this transaction for print

FISCAL PERIOD: 05 2004
BATCH DATE: 11 22 2004  TYPE: 04  NUMBER: 835 SEQ NBR: 3 DUP: 0
SCHEDULE: 4000570                                POSTING DATE: 11-22-2004

TC      : 232                MODIFIER :                FFY      : 2002
REF DOC/S: C0002192 00      VENDOR/S > 0000000395 00  RPI      :
INVOICE  : 0259242          DOC DATE : 09-22-2004     CUR DOC/S: 21922560
INDEX    > 0250             OBJ DTL/AO: 382 01         PCA      > 25401
AMOUNT   :                  410.00 REVERSE :                PROJ/WP >
LC DPOSIT:                  SOURCE/AS :                CHECK   :
APPN/SYM > 900              FUND SRCE : D              FUND/DTL : 0001
METHOD   : 2                BUD SEQ  :                SUBSIDRY :
GLAN     :                  DUE DATE :                PCA ACTVY:
LOCATION  :                  MULTI PUR :                FED CAT  :
VEND INFO> CSU SACRAMENTO FOUNDATION

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Selct Print Bkwrđ Frwrđ Clear          Main

```

Specific features of the Detail screen include:

- ✪ A table pop-up feature similar to the pop-up feature of the Transaction Listing screen. The Detail screen has an additional pop-up feature to show Vendor Name and Address data from the Online HY file. To use the pop-up feature, place the cursor anywhere in the Vendor Info field and press the **F1**-Help key.

NOTE: When the cursor is not on the specific table fields or the Vendor Info field, pressing **F1** displays the Help feature, which provides general information about the Detail screen.

A sample of the Vendor Information pop-up screen is displayed below.

Vendor Information Pop-up Screen

```

9990 History Detail                                     11-23-2004 03:30 PM

VENDOR INFORMATION SCREEN                               11-23-2004 02:41 PM

Vendor Name: CSU SACRAMENTO FOUNDATION

Address 1  : 6000 J STREET
Address 2  :
Address 3  :

City       : SACRAMENTO
State      : CA      Zip: 95819      Foreign Country:

Press PF2 to exit

```

- ✧ The Duplicate Record indicator value is displayed in the DUP field regardless of whether it is a zero or some other value.
- ✧ The GLAN data field only displays the GLAN that was keyed in the original input accounting transaction.
- ✧ Key a **P** in the Function field to print the record. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9**-Clear key is pressed, the **P** shown on the screen is erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, the **P** and all Selection criteria are erased from the screen.
- ✧ A transaction may be printed from the Detail screen, if desired. It is not necessary to return to the Transactions Listing screen to print the transaction. When the **F6**-Print key is pressed, an asterisk (*) appears in the Function field to indicate that the transaction was sent to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.
- ✧ Pressing the **F9**-Clear key removes the **P** or asterisk (*) displayed in the Function field. A **P** or asterisk (*) in the Function field of other Detail screens remain unchanged.
- ✧ Use the **F7** and **F8** keys to scroll up/down within the History Detail screen. It is not necessary to return to the Transaction Listing screen to scroll between transactions. A standard 'beginning/end of data' message is issued if up/down scroll is attempted and there are no more records to view.
- ✧ Press the **F2** key to return to the Transaction Listing screen. The record previously displayed on the History Detail screen now appears at the top of the Transaction Listing screen.
- ✧ Press the **F5** key to return to the History Inquiry - Selection screen. The Selection screen retains the original selection values. These values may be modified to perform another search.

History Inquiry Interrupt

Each time the history file search reads 50,000 transactions, the History Inquiry Interrupt feature automatically interrupts the history search. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated.

A sample of the search interrupt window is shown below.

```
HISTORY INQUIRY INTERRUPT

  50,000 transactions have been read.  So far, there
are  107 transactions that meet the selection criteria.

On the Selection screen, 120 transactions were entered as
the maximum number to view.  (NOTE: If a maximum number
was not entered on the Selection screen, the default
maximum of 700 transactions was used).

Please select one of the following options with an X and press ENTER:

- Display the transactions found so far that meet the
  selection criteria.
- Continue searching for transactions meeting the
  selection criteria.  (Optional) Also change the
  maximum number of transactions to view to ____ .
- Stop the search and return to the Selection screen.

Press PF1 for Help
```

Pressing the **PF1**-Help key while viewing the search interrupt screen will display information about the search interrupt.

The Online HY search interrupt screen shows the search status (amounts) for:

- ✧ Cumulative number of transactions that have been read,
- ✧ Number of transactions found that meet the selection criteria, and
- ✧ Maximum number of transactions currently set to be viewed.

One of the following options may be selected from the search interrupt window. The choices are:

- ✧ "Display the transactions found so far that meet the selection criteria."
NOTE: This choice is displayed only if transactions were found before the interrupt occurred.
- ✧ "Continue searching for transactions meeting the selection criteria. (Optional) Also change the maximum number of transactions to view to ____."
- ✧ "Stop the search and return to the Selection screen."

If the choice is made to "Display the transactions found so far that meet the selection criteria", the following screen (example) is displayed.

```

9990 History Inquiry Transaction Listing: Scrn 1                11-23-2004 09:44 A
                                                                MORE==>
Enter a 'P' in the F column to mark a transaction for print

  FISCL <===== BATCH ID =====>
F MO YR  DATE  TP NBR  SEQ D TC  R FFY  AMOUNT  INDX  OBJ  DET  AO  PCA
- - - - -
- 05 04 11-22-04 04 835    3  232  02      410.00 0250 382 01 25401
- 05 04 11-22-04 04 835    5  232  02      506.54 0250 382 01 15625
- 05 04 11-22-04 04 836    3  232  03     19,142.20 0250 382 01 43001
- 05 04 11-22-04 04 836    4  232  03     29,402.60 0250 382 01 43001
- 05 04 11-22-04 04 836    5  232  03     15,481.00 0250 382 01 43001
- 05 04 11-22-04 04 836    6  232  03      2,337.99 0250 382 01 25401
- 05 04 11-22-04 04 836    7  232  03     15,094.07 0250 382 01 25401
- 05 04 11-22-04 04 836   10  232  03      8,184.12 0250 382 01 25401
- 05 04 11-22-04 04 837    1  232  04      4,297.16 0250 382 01 13179
- 05 04 11-22-04 04 837    2  232  04        54.00 0230 382 01 91101

      Records meeting selection criteria so far:  107

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit  Cont  Dtail Print Bkwrdr Frwrdr Clear Left  Right Main

```

A **PF4-Cont** key is provided to 'continue' the search as well as a **PF2-Selct** key to return to the selection screen.

NOTE: The cumulative transactions found from the most recent search are always saved *until* the search criteria are changed (creates a new search) or the Online History Inquiry (Command **H.6**) is exited.

Optional Report And Report File

Selected Online HY file transactions may be printed on paper and/or created as a report file at the Health and Human Services Data Center (HHSDC). Similar to the online viewing feature, there is a maximum of 700 records that may be selected for output.

Press the **F6** key from either the Transaction Listing or Detail screens to print a report and/or generate a report file. The Print and Output Options pop-up screen (shown below) is displayed and provides the following options:

- ⊗ Print only those transactions that have been marked with a **P** in the Function field or print all records that have met the selection criteria regardless of whether or not transactions have been marked with a **P**; and
- ⊗ Direct a report to the agency's printer and/or create a report file.

```

9990 History Inquiry Transaction Listing: Scrn 1                                11-23-2004 02:17 P
                                                                 <==MORE
Enter a
    FISCL
F MO YR
- - - - -
_ 02 02 0      _   PRINT TRANSACTIONS MARKED WITH A 'P' ONLY          52010
_ 02 02 0      _                                     52010
_ 02 02 0      _   PRINT ALL TRANSACTIONS                          52020
_ 02 02 0      _                                     52020
_ 02 02 0      _                                     52030
_ 02 02 0      _                                     52050
_ 02 02 0      _                                     52040
_ 02 02 0      _   Output Option(s): Select 1 or both options with 'S'  52040
_ 02 02 0      _   ROUTE ONLINE HISTORY DETAIL REPORT TO ROPES        52030
_                                     _
_   CREATE A REPORT FILE
Press Enter to submit request or Press PF2 to cancel
Press PF1 for help
Command:
Enter-PF1-                                         PF12---
Help                                              Main

```

Specific features of the Print and Output Options screen include:

- ★ Specifying 'Route Online History Detail Report' generates a report at the agency's printer. The report ID is CSD600-1. The report will print at the agency's line printer (**A1**) unless the agency requests another printer for this purpose. Reports printed at the agency's printer will be in the ROPES Queue **ROH1**.
- ★ The CSD600-1 contains two sections:
 - The first page is titled 'Online History Selection Criteria Report' and shows the requestor's CALSTARS RACF Signon USERID and the selection criteria entered. The page is formatted in the same layout as the Selection screen. At the bottom of the page, there is a count of the total number of records that met the selection criteria and a count of the total number of records that were printed. See Exhibit VII-2 for a sample.
 - The remaining pages that are titled 'Online History Detail Report' begin immediately after the selection page. See Exhibit VII-3 for a sample. The Vendor Information segment is printed only if information exists. A record that does not have Vendor Information will have those print lines suppressed on the printed report in order to reduce paper volume. Likewise, if the Vendor Information does not contain data in Address Line 2 or 3, these blank lines will also be suppressed so they will not show on the printed report.

- ★ Specifying 'Create a Report File' generates a report file. The report file ID is CSD600-2. The retention period for the report file is 7 days. The report file naming convention is:

CSaaaa.CSD600F.CSbbbb.Dcyymmdd.Thhmmss

where:

aaaa = Organization code of request/user

bbbb = RACF logon ID of user

cyymmdd = 1-digit Century, Year, Month and Day file was created

hhmmss = Hour, Minute and Second file was created

- ★ A report file is automatically created when 'Route Online History Detail Report to ROPES' is specified. The report file ID is CSD600R. The retention period for the report file is 2 days.
- ★ The report file (CSD600-2) is similar to the format of the CSD600-1, except for the handling of the Vendor Information segment. The report file always allows lines for the Vendor Information regardless of whether or not information exists. Therefore, transactions that do not have Vendor Information will show blank lines on the report to insure that there is a consistent display format for all selected records. This will accommodate agencies that use these report data sets in Monarch.
- ★ Records on the reports are sorted in the same order as they are listed on the Transaction Listing screen.
- ★ Reports are available for printing at the agency's printer or as report files. Microfiche and laser printing at HHSDC are not available.

EXHIBIT VII-2 SELECTION CRITERIA REPORT

```

CSD600-1 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS                                ONLINE HISTORY SELECTION CRITERIA                                REPORT                                ORG NUMBER: 9990
                                10/18/2002 (97:37) *****                                ORG PAGE:
                                                                *****                                RUN PAGE:

```

REQUESTOR: CSCSPRT

HISTORY SELECTION CRITERIA

TRANSACTIONS: AGENCY ENTERED: Y SYSTEM GENERATED: N

FISCAL PERIOD FROM: 01 2002 TO: 03 2002

BATCH DATE FROM:	TO:	TYPE:	NUMBER:	SEQ NBR:
------------------	-----	-------	---------	----------

SCHEDULE:

TC	:	240	FFY	:		REF DOC/S	:	
VENDOR/S	:		CUR DOC/S	:		INDEX	:	
OBJ DTL/AO	:		PCA	:		AMOUNT	:	
REVERSE	:		PROJ/WP	:		LC DPOSIT	:	
SOURCE/AS	:		CHECK	:		APPN SYM	:	
FUND/DTL	:		BUD SEQ	:		SUBSIDRY	:	
GLAN	:							

NUMBER OF RECORDS MEETING SELECTION CRITERIA : 42
NUMBER OF RECORDS SELECTED FOR PRINT : 42

EXHIBIT VII-2 SELECTION CRITERIA REPORT

CSD600-1 9990 (DEST: A1 CTP2) *****
CALSTARS
11/01/2004 (97:37) *****

DEPARTMENT OF AIR QUALITY ONLINE HISTORY DETAIL

REPORT

ORG NUMBER: 9990
ORG PAGE: 2
RUN PAGE: 12

FM-FYR MOD-FCO OBJ DTL/AO FUND/DTL VENDOR INFORMATION	BATCH DATE FFY PCA METHOD	BATCH TYPE REF-DOC/S AMOUNT BUD SEQ	BATCH NUMBER VENDOR NBR/S NET AMOUNT SUBSIDIARY FED CAT NBR	SEQ/DUP RPI PROJ/WP GLAN	POSTING DATE INVOICE SOURCE/AS DUE DATE	CLM/LC DPOSIT DOC DATE CHECK PCA ACTVY	TC CUR DOC/S APPN SYM LOCATION	REVERSE INDEX FUND SRCE MULTI PUR
02-2004	08-31-2004	04	175	1 0	08-31-2004	1717172	240	
	2002		9999999999 99		1123456	07-11-2004	01002000	1500
257	52010	1,200.00		.00 012340 95			110	G
0001	1							
JOHN DOE 100 A STREET SACRAMENTO CA 99999								
02-2004	08-31-2004	04	175	2 0	08-31-2004	1717172	240	
	2002		9999999999 99		1123457	07-11-2004	01002000	1510
257	52010	225.00		.00 012340 95			110	G
0001	1							
JOHN DOE 100 A STREET SACRAMENTO CA 99999								
02-2002	08-31-2002	04	175	3 0	08-31-2002	1717172	240	
	2002		0000000106 00		2001-JULY-15	07-12-2002	99099000	1500
246	52020	895,005.00		.00 001005 93			900	D
0001	1							
CA WOMEN'S COMM ALC/DRG DEPEND 14622 VICTORY BLVD., #100 VAN NUYS CA 91411								
02-2002	08-31-2002	04	175	4 0	08-31-2002	1717172	240	
	2002		0000000294 00		CA58402	07-13-2002	00040000	1500
246	52020	99.99		.00 032200 98			900	D
0001	1							
MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO CA 94115								
02-2002	08-31-2002	04	175	5 0	08-31-2002	1717172	240	
	2002		0000000294 00		CA58403	07-14-2002	00040000	1520
246	52030	8.32		.00 032200 98			110	G
0001	1							
MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO CA 94115								

Vendor Payment Shadow File

The Vendor Payment Shadow File inquiry screen may be accessed by entering **H.7** on any "Command" line. This inquiry screen is unlike the other inquiry screens in that it displays up to 13 records for any vendor on each screen and it provides a total of payments by document number and suffix. In addition, due to the amount of data that needs to be displayed with each vendor payment record, the data is divided between two separate screens. The more important data is shown on Screen 1 while other record information is shown on Screen 2. An example of these screens is shown below.

```

VENDOR PAYMENT SHADOW FILE INQUIRY -- SCREEN 1
ENTER FUNCTION: _ (S=START, T=SCREEN 2)

ORG CODE: 9990   VENDOR NO> 0000000030 03   DOCUMENT NO/SUF: 74007460 00
VENDOR NAME: CITY OF SAN DIEGO

DOCUMENT      INVOICE      CHECK NO/      FD      T
NO/SUF        SCHEDULE    FUND DT  INDX PCA  C R      AMOUNT
-----
74007460 00 10/99WRKSP      7400746   0740 01 0800 19777 232      21,879.64-
74007460 00 #2TIJUANA      7400746   0740 01 0800 19777 232      59,112.15-
DOCUMENT NO/SUF TOTAL 74007460 00   NUMBER OF ENTRIES =      2      80,991.79-
74007470 00 4-137-550-0/3  7400747   0740 01 0800 19777 232      15,399.74-
74007470 00 4-137-550-0/4  7400747   0740 01 0800 19777 232      158,820.79-
74007470 00 4-137-550-0/5  7400747   0740 01 0800 19777 232      47,232.88-
DOCUMENT NO/SUF TOTAL 74007470 00   NUMBER OF ENTRIES =      3      221,453.41-
74007490 00 #6 TIJUANA      7400749   0740 01 0800 19777 232      119,165.59-
74007490 00 #7 TIJUANA      7400749   0740 01 0800 19777 232      20,212.65-
DOCUMENT NO/SUF TOTAL 74007490 00   NUMBER OF ENTRIES =      2      139,378.24-
74007510 00 #8 TIJUANA      7400751   0740 01 0800 19777 232      52,518.70-
74007510 00 #9 TIJUANA      7400751   0740 01 0800 19777 232      3,669.62-
DOCUMENT NO/SUF TOTAL 74007510 00   NUMBER OF ENTRIES =      2      56,188.32-

NEXT RECORD IS FOR VENDOR NUMBER BD00000038 03   DOCUMENT NUMBER 74007640 00

```

```

VENDOR PAYMENT SHADOW FILE INQUIRY -- SCREEN 2
ENTER FUNCTION: _ (S=START, T=SCREEN 1)

ORG CODE: 9990   VENDOR NO> 0000000030 03   DOCUMENT NO/SUF: 74007460 00
VENDOR NAME: CITY OF SAN DIEGO

DOCUMENT      DOCUMENT      PROJ      CURRENT      REFERENCE      BATCH      BAT      SEQ
NO/SUF        DATE        NO        NO/SUF        NO/SUF        DATE        NO        NO
-----
74007460 00 12-04-01      41375500      41375500 03 12-26-01 127 00001
74007460 00 12-04-01      41375500      41375500 03 12-26-01 127 00002
TOTALS APPEAR ON SCREEN 1
74007470 00 12-11-01      41375500      41375500 03 03-13-02 046 00001
74007470 00 12-11-01      41375500      41375500 03 03-13-02 046 00002
74007470 00 12-11-01      41375500      41375500 03 03-13-02 046 00003
TOTALS APPEAR ON SCREEN 1
74007490 00 04-15-02      41375500      41375500 03 04-25-02 110 00001
74007490 00 04-15-02      41375500      41375500 03 04-25-02 110 00002
TOTALS APPEAR ON SCREEN 1
74007510 00 01-08-03      41375500      41375500 03 01-10-03 036 00001
74007510 00 01-08-03      41375500      41375500 03 01-10-03 036 00002
TOTALS APPEAR ON SCREEN 1

```

To access Screen 2 from Screen 1 (or vice versa), enter Function **T**. The Vendor Payment File can be searched from either screen. There is always a logical relationship between the two screens on a record by record basis regardless of the screen used when searching.

Similar to other shadow file inquiry screens, the Vendor Payment File may be searched by entering the key information (Vendor Number/Suffix only, or Vendor Number/Suffix and Document Number/Suffix) in the upper portion of the screens to designate the starting point for the sequential listing of the vendor payment information. The Document Number and Suffix is also shown at the right of both screens 1 and 2.

The Start (**S**), Next Record (**F7**), Previous Record(**F8**), and Clear Screen (**F9**) functions operate in the same manner as they do on the other shadow inquiry screens. If the Vendor Number and/or Document Number and Suffix do not exist on the file, the system displays the payment information for the next record in the agency's file.